

Note: While Acrobat Reader can be used to enter information and print the completed form, the Reader cannot be used to save the form and data. To save a file in *.PDF format, the full version of Acrobat is required.

Other formats: If transmittal information is stored in an agency's record tracking system (one constructed using a database), an approved version of the transmittal form may be printed as a report from that system in order to send a signed paper copy to the Department for Libraries and Archives. Contact Diana Moses in the State Records Branch, Public Records Division, at (502) 564-8300, ext. 237 for approval of this type of agency created form.

**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
TRANSMITTAL FORM INSTRUCTIONS**

The **Records Transmittal to State Archives or State Records Center form** (Electronic PRD form 70 and 70a) is a fielded Adobe Acrobat PDF form that should be used by a Records Officer to transfer government records. A printed copy of the completed and signed form should be sent to the Public Records Division before the records are transferred. If the first page of the transmittal is insufficient to record the entire shipment, use the **Transmittal Continuation Sheet** pages found in the electronic form.

Typing Transmittal: Fill in the data on the first page of the Records Transmittal as follows: Use the Tab key or the cursor to move from one field to the next.

- (1) **Cabinet/Local Jurisdiction:** Enter your agency's cabinet or local jurisdiction. (Enter information once and this information will repeat on subsequent pages.)
- (2) **Department/Local Government Office:** Name of department or local government office which falls under the entity listed above. (Enter information once and this information will repeat on subsequent pages.)
- (3) **Division:** Name of division which falls under entity listed above. (Enter information once and this information will repeat on subsequent pages.)
- (4) **Branch/Unit:** Name of branch or unit which falls under the entity listed above. (Enter information once and this information will repeat on subsequent pages.)
- (5) **Retention Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page, which accompanies the retention schedule, or the top right-hand side of an individual schedule page.
- (6) **Total Containers:** The total number of boxes, rolls, books or bundles in this transmittal (i.e., shipment).
- (7) **Permanent?:** Indicate by marking an X in Yes or No space.
- (8) **Destruction Date:** The day, month, year the shipment of records is due to be destroyed. If the records are permanent, Type NONE.

To figure the destruction date, use the retention period from your approved retention schedule for the series being transferred and apply it to the latest date of the records in the shipment. For example, if the retention of the record being transferred is five years and the latest date of the records is 1994, the destruction date would be January 1, 2000.

- (9) **Box, Roll, Book, Bundle, Other:** Mark the appropriate box to indicate whether the records being transferred are in boxes, rolls of microfilm, books, bundles or other, which indicates special media, such as videotapes, etc. In this column, you will record each individual container in numerical sequence. When transferring boxes of records, each shipment must begin with box number 1, then be listed in numerical sequence thereafter.
- (10) **Series Number as On Schedule:** Enter the series number from your Records Retention Schedule for the record(s) you are transferring. When transferring non-permanent records, more than one series can be included in the shipment, providing all series have the same destruction date. When transferring permanent records, **only one series, or record type, per transmittal is acceptable**. For single series shipments, the series number need only be recorded one time per page. . (Enter information once and this information will repeat on subsequent pages.)
- (11) **Title of Records, Exactly as Listed in the Records Retention Schedule:** The title of the record exactly as shown in the Records Retention Schedule. For single series shipments, the title of the record need only be recorded one time per page. You must also enter a brief description of the contents of each container in this column. For alphabetical and numeric files, enter the name or number of the first and last file.
- (12) **Date Span of Records in Each Container:** The inclusive dates (oldest and most recent) of the records in each box, roll, book, bundle, etc. If the date span is the same for the entire shipment, you need only enter one time per page. If multiple series are being transferred, enter date spans per container.
- (13) **Is Access to These Records Restricted?:** Please indicate whether access to the records being transferred is restricted. If "Yes" is marked, you must give the appropriate citing from either the Kentucky Revised Statutes, Kentucky Administrative Regulations or Federal Code of Regulations.

The remaining blocks of the transmittal will be completed by Public Records Division staff after the shipment is received.

After completing the transmittal, print it, and have it signed and dated by your Agency's Records Officer. Forward one copy of the completed and signed form to the State Records Branch, Public Records Division, 300 Coffee Tree Road, P.O. Box 537, Frankfort, Kentucky, 40602, for approval.

You will be contacted by either State Records Center or State Archives Center staff regarding pickup or delivery of the records being transferred.

After the shipment has been put on location in the appropriate Center, you will receive your Agency Locator copy of the transmittal from the State Records Branch, Public Records Division.

Records Transmittal to State Archives Center or State Records Center

Kentucky Department for Libraries and Archives, Public Records Division

300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

Retention Schedule Date

Total Containers

*Permanent? Yes No

Destruction Date
(Day, Month, Year)

P R D- U S E	Accession No.	RG. No.
	Compiler	Date
	Shelver	Vol.

PRD USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX ROLL BOOK BUNDLE OTHER	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

IS ACCESS TO THESE RECORDS RESTRICTED? Yes No IF YES, CITE AUTHORITY

* By transferring permanent records to the State Archives Center, an agency acknowledges that records are not needed for current business.
By transferring permanent records to the State Records Center, an agency acknowledges that records are needed for current business use.

Page 1 of

Agency Records Officer Signature

Date

Send signed copy to the Public Records Division. Retain the machinereadable file until you receive your "Agency Locator Copy."

Central File Copy Archives Center Copy Agency Locator Copy Records Center Copy Agency Copy

PRD 70
Rev. 12/92

Records Transmittal to State Archives Center or State Records Center
(continuation sheet)

PRD USE ONLY	ACCESSION NO _____
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Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

PRD USE		FOR AGENCY USE		
LOCATION IN CENTER	BOX ROLL BOOK BUNDLE	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center
(continuation sheet)

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